

DD/A 74-4609

22 NOV 1974

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Joint Computer Support  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

SUBJECT : 1974 Christmas Parties

1. There have been several recent inquiries concerning the guidelines which will apply this year in connection with Christmas parties taking place in Agency buildings. I raised the issue at the Management Committee meeting on 20 November 1974, and it was agreed that the following rules will be enforced:

a. Office parties will be restricted to two days, Friday, 20 December and Monday, 23 December 1974.

b. Office parties will take place between 1500 and 1800 hours.

ILLEGIB

/s/ John F. Blake

John F. Blake  
Deputy Director

Distribution:

- 1 cc each Office director
- 1 - DD/A Subject with background
- 1 - DD/A Chrono w/o "
- 1 - JFB Chrono
- 1 - Circulate to DD/A Staff Elements

EO:DD/A: [ ] der (22 Nov 1974)

Background: Employee Bulletin - Dec 73 - Christmas Activities  
DD/A 72-4418, 29 Nov 72 (JWCoffey Memo to ED/C)  
DD/S 72-4406, 27 Nov 72 (D/OP to DD/S)